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MEMORANDUM FOR: Inspector General

FROM : F. W. H. Janney
Director of Personnel

VIA : Deputy Director for Administration [s/ JTB 3 JUN 1976]

SUBJECT : Response to the Inspector General's Report of
Survey of the Office of Personnel (March 1976)

REFERENCE : Memo for DD/A fr IG dtd 30 Mar 76, subj: Office
of Personnel Survey Report

1. We have completed our review of the Report of Survey of the Office of Personnel and wish to commend the members of the Inspection Staff team for their conscientious effort and the overall affirmative tone and many constructive suggestions and recommendations contained in the report itself.

2. As indicated in the Inspector General's report, the team initiated its survey effort by conducting interviews with "users," including senior- and middle-level supervisors, of services provided by the Office of Personnel and related many of their observations and findings in the report to customer perceptions of the role they ascribed to the Office of Personnel. Many of these customer perceptions - particularly as regards Agency personnel management - are not consistent with the realities of the Office of Personnel's responsibilities vis-a-vis those within the scope of the Agency's senior component managers. This important aspect of the IG report has clearly pointed out the need for particular emphasis in clarification of respective roles and responsibilities through improved communications and formal orientation sessions.

3. We consider those portions of the Inspector General's survey that pertain to the Office of Personnel's position management and classification functions as most significant in terms of impact on the welfare of the Agency at large, and have prepared a special response to this aspect of the report and have included certain recommendations alternative to those suggested by the Inspection team.

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3. We have addressed our specific responses to the Inspector General's report in three parts:

- a. Tab A - Review and Comments on Recommendations Contained in IG Survey (less those pertaining to PMCD functions).
- b. Tab B - Response to the Inspector General Survey Report as Related to the Position Management and Classification Function of the Office of Personnel.
- c. Tab C - Review and Comments of the Narrative Conclusions Contained in the IG Survey of the Office of Personnel.

(S) F. W. M. Janney

F. W. M. Janney

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